

EPA Official Record

Mail ID: 4121b731b8f64cc78e9e0b46406a8ca7

From: Aoyama, Joyce

To: Harrison, Carol

Delivered Date: 10/25/2013 04:17 PM EDT

Subject: RE: Purchase Card Log

Carol,

The retention is 3 years, so everything earlier than 9/30/10 should be ok. I'll get you a destruction form for next week. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Harrison, Carol

Sent: Friday, October 25, 2013 12:15 PM

To: Aoyama, Joyce

Subject: Purchase Card Log

Joyce, can I get rid of 2010 purchase card logs yet. Trying to clean up everything before I leave next week.

Thanks,
Carol Harrison
3-1526